

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE    OF    PAGES		
2. AMENDMENT/MODIFICATION NO.			3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY			CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(X)		9A. AMENDMENT OF SOLICITATION NO.		
						9B. DATED (SEE ITEM 11)		
						10A. MODIFICATION OF CONTRACT/ORDER NO.		
						10B. DATED (SEE ITEM 11)		
CODE			FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS								
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.								
12. ACCOUNTING AND APPROPRIATION DATA (If required)								
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.								
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).							
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
	D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.								
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)								
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)				
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED		
_____ (Signature of person authorized to sign)				_____ (Signature of Contracting Officer)				

information from reference documents to produce the FY 2004 Annual Energy Management Report by the contract completion date.

#### **4. PERFORMANCE REQUIREMENTS:**

##### **4.1** The Contractor shall be required to:

- Recognize and execute report requirements
- Verify the accuracy of data provided correcting discrepancies as needed
- Identify inconsistencies from historical trends and correct as needed
- Review the prior year report and compare and contrast submission with the current submission data, Identify and correct inconsistencies
- Coordinate with the Services for correction/explanation of inconsistencies
- Submit a completed draft FY 2004 Annual Energy Management Report and FY 2005 Implementation Plan for the Department of Defense.

A list of the service contacts will be provided at time of award.

**4.2** Government furnished data will be provided in order for the contractor to submit a complete and accurate Energy Scorecard, FY 2004 Annual Energy Management Report and FY 2005 Implementation Plan for the Department of Defense. The following guidance is to be used by the Contractor in the preparation of reports:

a. Go to <http://www.acq.osd.mil/ie/irm/index.html> then click on "Energy Management" on left menu. Next click on "Energy Management Reports" link. This page provides listing of guides and memorandum as they become available in addition to past reports.

**4.3** Of particular importance to the Government is assessment of compliance with guidelines and identification of deficiencies in government furnished data. If the contractor finds that data submitted does not conform to the listed guidelines or jeopardizes the accuracy and comprehensiveness of the report then the contractor shall resolve the issue(s) with the service(s), and provide notification of any unresolved issues to the Contracting Officer.

#### **5. PERFORMANCE STANDARDS:**

**5.1** The Government will have ten (10) working days following report delivery to review and accept or reject each deliverable. If the Government does not notify the contractor of rejection of a deliverable within the specified time the contractor may assume the deliverable has been accepted. In the event that a deliverable is rejected, the contractor shall have eight (8) working days to address the problem(s).

**6. DELIVERABLES:** The following deliverables are required from the Contractor under this effort. The Contractor shall submit all deliverables on or before the date specified.

**6.1** Deliverables for the Scorecard will be 30 November 2004